



JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

OFFICE TECHNICIAN (TYPING)

POSITION WILL BE FILLED AS A PROPERTY CONTROLLER I

\$2,902 - \$3,527

ENFORCEMENT BRANCH HEADQUARTERS OFFICE

SACRAMENTO

RESPONSIBILITIES: Under the supervision of the Unit Manager or designee, the Property Controller I works in coordination with the Property Controller II to perform property control related duties within the Enforcement Branch Headquarters (EBHQ). The incumbent is responsible for providing a wide variety of business management functions including the maintenance of large databases and spreadsheets used to track various equipment and property utilized throughout the Enforcement Branch (EBHQ, Fraud and Investigation Divisions); shipping and receiving property and equipment to 17 Regional Offices; creating spreadsheets, databases, emails, letters, and memos, as needed; collecting and tracking maintenance and mileage of vehicles issued within the Branch; and surveying and transferring various property. The Property Controller I assists other unit staff and Regional Offices in asset management, inventory control, and records management; and exercises a high degree of initiative and independence in performing assigned tasks with a cooperative attitude and commitment to teamwork. **Background check, fingerprinting, and medical exam (ability to lift/move up to 50 lbs, bend and kneel) are required. Free Parking! Close to Light Rail!**

DESIRABLE QUALIFICATIONS:

- Ability and flexibility to work with a minimum of supervision;
- Ability to work in a team environment;
- Ability to follow oral and written instructions;
- Ability to operate a motor vehicle;
- Ability to analyze written data and situations accurately and take effective action;
- Must possess strong interpersonal and organizational skills;
- Must possess tact, good judgment, and be dependable;
- Must communicate effectively both orally and in writing;
- Must work well under pressure and with short deadlines;
- Must exhibit sound completed staff work capabilities;
- Knowledge of methods and practices used in maintaining, reconciling, issuing, and recording inventory;
- Knowledge of personal computer software programs (i.e. Excel, Access, Word, and Outlook) and the Internet.

WHO MAY APPLY: Applications will be accepted from current State employees at the Property Controller I level, those within transfer range or list eligible candidates. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. **All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility, or Training and Development Assignment) on the state application.**

APPLICATION PROCEDURE: Send a completed standard State of California application to Laura Gonzalez, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "OFFICE TECHNICIAN/PROPERTY CONTROLLER I, PSN #413-189-1550-XXX" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call (916) 492-3308.

FINAL FILING DATE: Until Filled

NOTE: Interested individuals must submit their application in order to be considered for this position.

RO051012 LG

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.